



**TEXAS DEPARTMENT OF HEALTH**  
**AUSTIN, TEXAS**  
**INTER-OFFICE MEMORANDUM**

**TO:** Herman Horn, Chief, Bureau of Regional & Local Health Operations  
Regional Directors  
Directors, Local Health Departments  
Directors, Independent WIC Local Agencies

**FROM:** Gerald Cannaday, Acting Chief  
Bureau of Nutrition Services *Gerald D. Cannaday*

**DATE:** December 8, 1999

**SUBJECT:** WIC Community Outreach Services Contractors Training and Networking  
Conference and Participation Survey

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A training and networking conference for WIC Community Outreach Services Contractors has been scheduled for Wednesday January 26, 2000 starting at 2:00 pm, through Friday January 28, 2000 until 12:00 noon, in Austin.

This conference is designed to support the success of the WIC Community Outreach Services Contracts. The conference will provide an opportunity for new and experienced contractors alike to get complete, current, and accurate information about the WIC Program, as well as an opportunity to receive training on skills necessary for outreach success. Some of our contractors excel in specific areas, and their knowledge and experience is valuable to all. The conference will provide a way for the contractors to meet the other members of the statewide WIC "Team," and to hear about their fresh ideas for outreach activities that have been effective. A tentative agenda of conference sessions is attached.

While we realize this is short notice, many sessions may be of interest to you and your staff, and all local agencies are invited to attend. In order to determine prices for registration fees and hotel rooms, we need to know how many people you plan to send to the conference.

Please fill out the attached survey and fax it to Amy Samet at (5 12) 406-0706 by December 17, 1999. If you cannot attend, a packet of handouts from the sessions can be sent to you upon request.

Please contact Amy Samet at (5 12) 406-0700, ext 244# with any questions regarding the conference.

(The attachments were sent via fax to the local agencies on Wednesday, December 8, 1999.)